

# How Organized Am I?

Check the statements in this list that describe you.

- ☐ 1. My backpack is organized and free of crumpled or loose papers.
- ☐ 2. I come to class with sharpened pencils and pens that work.
- ☐ 3. I am prepared for class most of the time.
- ☐ 4. My locker is usually neat.
- ☐ 5. I know what my assignments are because they're written down in my assignment book.
- ☐ 6. I can easily find what I need.
- ☐ 7. I have a notebook, binder, or multi-subject binder with dividers for each subject.
- ☐ 8. I rarely lose or forget anything.
- ☐ 9. I know where my papers and notes are for every class.
- ☐ 10. I think of myself as well organized.

Identify by number the organizational skills you want to improve:

---

Name three steps you could take to help you improve.

**Step 1:**

**Step 2 :**

**Step 3 :**